



# Norseman Community Resource Centre

## MANAGEMENT REPORT

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Prepared by: Angie Hogan  
01/6/2020-30/6/2020

Norseman Community Resource Centre

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### **Membership and patronage details:**

Total Number of memberships: 3

New memberships this reporting period: 0

Patronage per opening hour:6.2

June was a busy month with locals popping into the CRC, the CRC has also welcomed back online courses (one-on-one sessions) Business local have started workshops via zoom.

BeConnected have a lot of new short courses that will be up and running soon. Movie nights and Kidz Klub will not resume until the CRC has moved into the new location.

Majority who are popping in are only photocopying, faxing, using the internet or MyGov for Centrelink services.

The CRC has recently purchased 6 x Virtual Reality headsets which will be great for Kids, seniors and Adults workshops, transporting people to other places they might otherwise have to travel, or simply imagine, they will also experience movies as if they are the character.

### **Marketing strategies undertaken in the reporting period and outcomes achieved**

**Strategies undertaken:**

### **Events/courses investigated for future succession planning**

All year we will be running Free Basic computer classes-Word, Excel, Powerpoint and Publisher, BeConnected for Seniors 50+

### **Professional development and training opportunities**

### **Professional development opportunities undertaken within reporting period**

### **Professional development opportunities identified for future reporting periods**

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 30/06/2020				
Last Reconciled: 31/05/2020				
Last Reconciled Balance: \$119,607.06				
Cleared Cheques				
1933	1/06/2020	Westnet		\$109.95
1934	5/06/2020	Kilima WA Pty Ltd		\$1,148.84
1936	5/06/2020	Public Transport Authority of		\$28.20
SC300620	5/06/2020	Bank Fee		\$10.00
1935	15/06/2020	Telstra		\$276.98
SC300620	17/06/2020	Trust Accounts Bank Fees		\$10.00
Total:			\$0.00	\$1,583.97

### Cleared Deposits

CR002984	15/06/2020	SERVICSAU15062020	\$2,130.47	
CR002985	23/06/2020	Payment; Shire of Dundas	\$1,920.00	
CR002986	24/06/2020	DPRID24062020	\$2,750.00	
CR002988	26/06/2020	Payment; Norseman Hotel	\$119.95	
CR002989	26/06/2020	Cash Sales Bank Deposit 26.06	\$617.85	
Total:			\$7,538.27	\$0.00

### Reconciliation

BusinessBasics Balance on 30/06/2020:	\$125,561.36
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$125,561.36
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$125,561.36



3.7.20

# Norseman Community Resource Centre

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## Balance Sheet

As of June 2020

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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$125,561.36
Petty Cash	\$150.00
Cash Float	\$150.00
Total Cash On Hand	<u>\$125,861.36</u>
Trade Debtors	-\$483.70
Total Current Assets	<u>\$125,377.66</u>
Other Assets	
Deposits	<u>\$2,000.00</u>
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	-\$59,246.52
Total Assets	<u>\$153,729.73</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$20,200.34
ATO Running Balance Account	-\$2,169.00
GST Paid	<u>-\$19,342.04</u>
Total GST Liabilities	-\$1,310.70
Accrued Expenses	\$21,877.95
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	<u>\$8,595.74</u>
Total Current Liabilities	<u>\$50,936.95</u>
Total Liabilities	\$50,936.95
Net Assets	
	<u>\$102,792.78</u>
Equity	
Retained Earnings	\$46,617.87
Current Year Earnings	\$2,353.36
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$102,792.78</u>

# Norseman Community Resource Centre

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## Profit & Loss Statement

1/07/2019 through 30/06/2020

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Income		
Sales		
1 Computer Usage	\$577.71	
2 Printing	\$13.63	
3 Photocopying/Printing	\$11,033.02	
Fax Services	\$54.60	
Scanning	\$319.11	
Binding	\$21.82	
Memberships	\$136.37	
Secretarial Services	\$94.13	
Laminating	\$320.45	
Kids Klub	\$246.36	
Events	\$45.45	
Computer Goods - Sales	\$388.77	
Phones & Credit - Sales	\$4,257.23	
4 Drinks - Sales	\$22.91	
Photo Express kiosk	\$36.86	
Conference Room Hire	\$363.64	
Contract Services	\$48,642.60	
Grant Income	\$79,188.85	
Commissions	\$8.18	
TRANS WA - Sales	\$358.64	
Miscellaneous Income	\$188.41	
Total Income		<u>\$146,318.74</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$10,323.17	
Computer & Phone Goods	\$5,306.17	
Total Cost of Sales		<u>\$15,629.34</u>
Gross Profit		<u>\$130,689.40</u>
Expenses		
Accounting Fees	\$10,000.00	
Events	\$2,647.80	
Bank Fees	\$240.00	
Advertising	\$1,564.73	
Dues & Subscriptions	\$2,843.20	
Insurance	\$4,022.84	
Cleaning Supplies	\$81.55	
Security	\$4,315.50	
Asset Purchases	\$6,019.23	
Postage & Shipping	\$86.74	
Rent	\$12,690.73	
Telephone	\$3,605.70	
Stationery	\$906.38	
TRANSWA Fares	\$517.13	
Employment Expenses		
Staff Amenities	\$69.11	
Superannuation	\$6,744.61	
Wages & Salaries	\$66,574.53	
Training & Conferences	\$2,026.10	
Other Employer Expenses	\$434.50	
Total Employment Expenses		<u>\$75,848.85</u>
Services		
Electricity	\$1,743.98	
Water	\$56.77	
Internet Fees	\$1,144.91	
Total Expenses		<u>\$128,226.04</u>

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Net Profit / (Loss)

\$2,353.36